



American Recovery and Reinvestment Act (ARRA) Quarterly Reporting

Vendor Questions

1: What is a vendor? Which vendors do I have to report?

A: A vendor is any seller of goods or services. The federal government requires you to report any vendor who you paid \$25,000 or more using ARRA funds in the quarter. The vendor name and zip code (or DUNS number, if available) are also required.

2: Does a sub grant exceeding \$25,000 from a special education cooperative to a member district require the cooperative to report on the Vendor tab?

A: No. The federal government does not require us to report a 'second tier sub recipient,' (i.e., a sub grant of a sub grant) so vendor information is not required for that type of payment. However, payments exceeding \$25,000 made with IDEA funds to vendors for goods or services **MUST** be reported.

3: I'm a member of a special education cooperative. Do I need to report vendor information related to ARRA IDEA funds?

A: No. The special education cooperative is considered the "first sub-grantee" of these funds. As a result, the cooperative is required to report on vendor payments for the cooperative as a whole.

The cooperative must report the vendor name, zip code or DUNS number, and amount for any vendor who was paid \$25,000 or more during the quarter by the cooperative or any member of the cooperative.

If a cooperative sub-grants ARRA IDEA funds to their member districts, the cooperative must collect information from their members on any vendor payments during the quarter, and compile the information for the quarterly reports.



4. What if I didn't report a vendor that I should have reported for a previous quarter?

A: Add the vendor to the subsequent quarter's report and drop OPI an email to alert them to pick up the correction.

For assistance, please contact:

Julia Dilly at 406-444-2562 or jdilly@mt.gov